



Frederick County Commission For Women

Monthly Public Meeting Minutes

November 8, 2011

Mission Statement: *To create a stronger community by addressing challenges and by fostering unlimited opportunities for all women*

Commissioners: Vivian Laxton, Sharon Dobson, Valerie Dougherty, Jamie Shopland, Jennifer Charlton-Shuldes, Hebba Hassanein, Susan Mender, Linda Roth, Lisa Gritton, Christine Ferguson, Diana Halleman, Shellome Walters, Olga Hernandez-Smith, Cher Woehl

Guests: Terri Smith, Hoda Zaki, Kaprece James, Leni Preston, Viv Wayne, Judi Fox

I. President's Report and Announcements

- A. Guest Introductions
- B. Approval of minutes from October 11, 2011 – Commissioner Dobson moved to approve the October minutes as corrected. Motion passed by majority vote.
- C. Mail Call – President Laxton delivered mail call as follows:
 - 1. Heartly House sent a letter requesting a donation. Membership decided not to donate until their new CEO is identified.
 - 2. Rutgers Center for American Politics sent a data sheet on women's political participation; provided to Legislative Committee for further consideration.
 - 3. Her Own Words – women in non-traditional careers – offering posters of images at work; outreach may want to incorporate in their committee activities.
 - 4. 270, Inc. magazine included a story on breaking the glass ceiling in labs.
 - 5. Hope Alive mailed their newsletter.
- D. Discussion with Commissioner David Gray - President Laxton conveyed her conversation with Commissioner Gray who supports the work of the Commission.
- E. Marketing Committee – discussed that Commissioner Gritton has stepped down as chair. Executive team has made strides to divvy up the responsibilities and add structure to the committee.
- F. Professional Development in Project Management & Leadership (to be scheduled) – President Laxton seeks referrals for anyone offering these services for little to no cost.

II. Special Presentations

A. Leni Preston, Chair of Md. Women's Coalition for Health Care Reform

- 1. Preston delivered a special presentation on the work of the Coalition and is looking to host a forum in mid-February or early March to outreach to western Maryland.
- 2. Objective is to understand ACA and how it benefits women and understand that MD is national leader of implementation on healthcare reform, reach out to WOBs on SHOP; prevention and financial security is health security.
- 3. Need a location, partnership, and publication. Handouts funded through NWLC.



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- B. **Parliamentary Procedure** - Kaprece James of Delta Sigma Theta provided a tutorial on parliamentary procedure for all commissioners.

III. Treasurer's Report

- A. Commissioner Dougherty delivered a report on the Commission's bank balances. October's ending balance was \$19,818, \$850 less than the beginning of the fiscal year.
- B. President Laxton reminded the membership that we needed to vote on a county budget request. The county moved the budget request to November 18 up from January 2012.
- C. Commissioner Dougherty conveyed that the Commission is only allowed to request 50% of FY 2012 appropriation of \$270, which is \$135 and all funding may be eliminated in the next FY. This is applicable to all agencies in the category of non-county government agencies.
- D. Commissioner Dobson moved to submit a budget request to the county for \$135. Motion passed by majority vote.

IV. Handbook Review

- A. Committee Procedures - President Laxton reviewed the Committee procedures stating that each committee shall elect chairperson who is a commissioner. President Laxton reminded the membership that the chair should be an elected commissioner, but anyone can be a committee member.
- B. Reviewed the by-laws pertaining to public action and conveyed that we shall take no public action without permission of the membership. Send an advanced e-mail notice of outreach activities.
- C. Ask for Help from the Exec Team – President Laxton and Vice President Dobson will be setting up one-on-ones with each commissioner to check-in on commission participation to address any concerns; it was reiterated that confidentiality will be respected and that we are here to support commissioners.

V. Standing Committee Reports

- A. Committee reports were submitted for Legislative, Recruitment, Marketing, Outreach, Ad Hoc Financial Policy, and Volunteer committees.
- B. Commissioner Woehl moved that we accept committee reports as submitted and proceed with the next agenda item. Motion passed by majority vote.

VI. Special Project Committee Reports

- A. Maryland Women's Conference
 - 1. Commissioner Charlton-Shuldes reported on status of registration and called for commissioners to reach out to their contact lists and invite their contacts to the event. Go online and like the event on Facebook, get the dialogue going about this event. Personally invite 10 people to the conference. To help in publicizing the event, Commissioner Charlton-Shuldes will craft an e-mail for all commissioners to forward.



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2. Commissioner Charlton-Shuldes also requested support for finding door prizes

3. Conference setup is happening from 10 – 4 on Thursday, 11/17 and Commissioner Charlton-Shuldes requested volunteer support. Contact Commissioners Mender or Woehl if interested in helping.

B. LPGA launch – Commissioner Charlton-Shuldes conveyed that it was a great event and expressed appreciation to all who helped pull it off.

C. 20th Anniversary – President Laxton will send out the report prepared by Commissioner Woehl; The event will be October 20, which is the 20th anniversary of 1st Commission meeting.

VII. Old Business

A. Commissioner Shopland delivered an update on business cards. Estimates they will be available by the next public meeting.

B. Holiday Party is December 2. Commissioner Walters will help coordinate the event, which will be a pot-luck. Commissioner Charlton-Shuldes is to send an e-vite invitation.

VIII. New Business

A. Elegance of Jazz Brunch scholarship brunch and Silent Auction, December 1st

B. Commissioner Roth is to send a get well card to Olivia White, Dean of Students at Hood College.

C. Volunteer Terri Smith reported on a veteran's job fair happening 11/14 at Ft. Detrick. Smith will scan a PDF to President Laxton who will distribute the information to commissioners.

D. Commissioner Laxton reported that the Frederick News post sought the Commission's opinion on a sexual harassment in the workplace article.

E. Commissioner Ferguson reported on the Cocktails for Cause event supporting Heartly House and all commissioners were encouraged to attend.

IX. Adjournment – Meeting adjourned at 8:51 p.m.

X. Next Public Meeting - Tuesday, December 13, 2011